

Student Recruitment: P0602: Shaping the Future First Pilot Offering

The U.S. Fire Administration's National Fire Academy (NFA) is recruiting for the first pilot at the National Emergency Training Center (NETC) in Emmitsburg, MD for its newly revised 2-day course **Shaping the Future**.

The pilot class is scheduled to begin Saturday, May 30 through Sunday, May 31, 2015. **Students attending this class must provide their own transportation and will not be reimbursed for air travel or mileage. There are no stipends for 2-day pilot classes.**

The class times will be from 8:00 a.m. to 4:00 p.m. both days. Please do not make arrangements to leave class prior to 4:00 p.m. on Sunday. You may receive a letter from the Admissions Office saying class ends at 3:00 p.m. Please disregard this notice. This is a pilot class and we need your help in the evaluation process.

Students can arrive Friday after 2:00 p.m. and have a room for Friday and Saturday nights. **Students will not have a room after class on Sunday and must leave NFA after class on Sunday.**

Applications must be received by close of business, Friday, May 8, 2015 to attend the pilot offering.

Note that the Shaping the Future class is a required class in the Managing Officer's Program. (As of September, 2017, the class will be a prerequisite for entrance into the program.) The Managing Officer's Program is a multiyear curriculum that introduces emerging emergency services leaders to personal and professional skills in change management, risk reduction and adaptive leadership. Acceptance into the program is the first step in the professional development of a career or volunteer fire/Emergency Medical Services (EMS) manager, and includes all four elements of professional development: education, training, experience and continuing education.

Course Description:

Shaping the Future provides students with an understanding of concepts, functions, and responsibilities at the intermediate management level as well as an understanding of issues affecting mid-level management personnel in the fire and emergency services.

This course focuses on the skills and techniques that a midlevel manager must have to provide leadership and direction for his or her organization. The first module asks students to identifying opportunities (or problems) within their organization. Topics include the use of environmental scanning as a tool, the concept of paradigm shifts, and methods to reframe problems accurately. The

second module deals with group problem-solving techniques. It includes topics such as problem-solving strategies, a discussion of benchmarking, and the need to involve resources outside the organization and government. The third module explains the need to quantify, justify, and communicate decisions so they will be implemented effectively. Managing change will be discussed in the final module of the course. Topics include why people resist change, overcoming that resistance, and monitoring and evaluating the change before, during, and after its implementation.

At the end of the course, learners will be evaluated through a 30 question multiple choice examination. A final grade will be provided to each student. The minimum score needed to pass is 70.

Student Selection Criteria:

The target audience for this course may include the following:

- Individuals presently assigned to management positions who supervise first-line officers; and administrative officers responsible for significant staff functions within the organization and who report directly to top management.
- Individuals presently assigned to top-level management positions with limited opportunity for managerial development through formalized course work;
- Personnel who are upwardly mobile within their organizations and whose chiefs of department wish to prepare them for increased managerial responsibility.

Class Size: 25

Length: 2 days

Prerequisites: ICS 100 level and ICS 200 level training. Preferred courses are Q0462 and Q0463 available through [NFA Online](#). Chief's signature attests the applicant has completed this required training.

Applications:

- Applicants need a FEMA Student Identification Number (SID). This number is used in place of a social security number on General Admission application forms. This information can be found on the link listed below.
- Applicants must complete FEMA General Admission application Form 119-25-2 form available on the U.S. Fire Administration Website at:

<http://www.usfa.dhs.gov/nfa/about/attend/apply.shtm>

- **Applications must be received by close of business, Friday, May 8, 2015.**

Completed applications can be mailed to:

United States Fire Administration
Admissions Office
16825 S. Seton Avenue
Emmitsburg, MD 21727

- Completed applications may also be faxed to the NETC Office of Admissions at (301)447-1441.
- Applicants should not make plans to attend the pilot until notified by the Admissions Office.
- **Stipends will not be provided for this course.** NFA will not reimburse you for your flight or mileage to this class.
- Attendance at pilot courses does not prevent an eligible student from obtaining another stipend within the same fiscal year.

For further information contact Stacey Harmon, Instructional Systems Specialist, by phone at (301)447-1624 or by email at Stacey.Harmon@fema.dhs.gov.